

**BY ORDER OF THE COMMANDER
NATIONAL AIR AND SPACE
INTELLIGENCE CENTER**

NASIC INSTRUCTION 10-201

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Operations

CRISIS AND CONTINGENCY RESPONSE

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This instruction outlines the NASIC response to crises or contingencies and establishes the basic structure, procedures, relationships, and authority of the NASIC Crisis Action Team (CAT). In addition, it establishes NASIC's support to the WPAFB CAT. This instruction implements AFPD 10-2, *Readiness*. This publication applies to all NASIC personnel as well as all Air Force Reserve Command (AFRC) Units and Air National Guard (ANG) Units assigned to NASIC. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field to NASIC Publications Office (NASIC/SCOK), 4180 Watson Way, Wright-Patterson AFB, OH 45433-5648, ATTN: Publications/Forms Managers. Maintain records created as a result of the prescribed processes identified in this directory in accordance with (IAW) AFMAN 33-363, *Management of Records*, and dispose of them IAW the AF Records Disposition Schedule (RDS) found on the Air Force Portal link at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Contact supporting records managers as required.

1. INTRODUCTION.

1.1. The National Air & Space Intelligence Center (NASIC) reports to the Air Force ISR Agency (AFISRA). Additionally, NASIC performs duties in support of the Defense Intelligence Agency (DIA) and other Department of Defense (DoD) organizations. As a tenant, NASIC also supports the WPAFB CAT, when stood-up.

1.2. The NASIC response to any crisis or contingency will commence with the NASIC/CC's decision whether to convene the NASIC CAT. The mission of the CAT is to

provide management of crisis situations beyond the scope of normal operations and procedures. The NASIC CAT provides the NASIC/CC with the information to make resource and prioritization decisions in order to meet mission requirements.

1.3. In the absence of the NASIC/CC, the Vice-Commander, Group Commanders, or Directors (by seniority) will take responsibility.

1.4. Circumstances which may lead the NASIC/CC to activate the CAT include but are not limited to:

1.4.1. Contingency plan or crisis action plan activation requiring NASIC support.

1.4.2. Local natural and man-made disasters.

2. CAT STRUCTURE.

2.1. The NASIC/CC determines CAT participation based on the nature of the events leading to its formation. NASIC CAT membership typically includes:

2.1.1. Commander.

2.1.2. Vice Commander.

2.1.3. Chief Scientist.

2.1.4. Group Commanders.

2.1.5. Directors.

2.1.6. Staff Judge Advocate.

2.1.7. Inspector General.

2.1.8. Vice Director.

2.1.9. Director of Staff.

2.1.10. Command Chief.

2.1.11. CAT Chief.

3. RESPONSIBILITIES.

3.1. The NASIC Commander or designate will:

3.1.1. Activate, lead, and deactivate the CAT as appropriate.

3.1.2. Provide updated Commander's Critical Information Requirements (CCIRs) as appropriate to the CAT Chief and the NASIC Control Center (NCC).

3.2. The Global Threat Analysis Group Commander will coordinate with Groups and Directorates to ensure the NCC receives the information necessary to maintain an appropriate level of situational awareness to support the CAT.

3.3. The Information Exploitation Squadron Commander will:

3.3.1. Ensure the NCC is properly organized, trained, and equipped to perform its assigned tasks.

3.3.2. Serve as NASIC's primary CAT Chief when the CAT is activated.

3.3.3. Appoints personnel to WPAFB CAT and Exercise Evaluation Team (EET).

3.3.4. Maintains NCC, WPAFB CAT, and EET assignments, appointments, and training documentation on SharePoint.

3.4. The Regional Threats Analysis Squadron Commander will serve as NASIC's secondary CAT Chief when the CAT is activated.

3.5. The CAT Chief will:

3.5.1. Coordinate NASIC's crisis response IAW NASIC Commander's guidance.

3.5.2. Maintain NASIC battle rhythm, situational awareness on facility, personnel, infrastructure, and any issues that affect the Center's mission readiness.

3.5.3. Coordinate with groups and directorates to address CCIRs.

3.5.4. Notify the NASIC Commander via the chain of command of significant events or message traffic requiring priority action IAW CCIRs.

3.5.5. Coordinate crisis-related mission requirements and taskings across the Center IAW the NASIC Commander's direction.

3.5.6. Provide briefings to the CAT as required.

3.5.7. Provide resourcing recommendations to the CAT in order to:

3.5.7.1. Ensure a smooth transition to/from steady state operations and crisis response.

3.5.7.2. Ensure NASIC is optimally postured to meet both current and anticipated crisis-related mission requirements.

3.6. The NCC will:

3.6.1. Continue to execute its responsibilities in accordance with standard NCC procedures.

3.6.2. Contact NASIC CAT members when activated by the NASIC Commander.

3.6.3. Maintain a SharePoint site to host NASIC status charts.

3.6.4. Assist the CAT Chief in identifying appropriate NASIC resources for specific crisis-related tasks.

3.6.5. Develop and maintain situation briefings with updated NASIC Status charts.

3.6.6. When directed by the NASIC Commander or CAT Chief, issue NASIC-wide notifications on appropriate information systems.

3.7. NASIC Groups and Directorates will:

3.7.1. Ensure crisis mission functions required to meet Functional Support Plan requirements and Defense Intelligence Analysis Program (DIAP) responsibilities are properly organized, trained, and equipped.

3.7.2. Provide the NCC with updates to the NASIC Status charts, included in the CAT Briefing. Updates must be provided whenever the status of an individual item changes.

3.7.3. Provide the NCC with updates on tasking and operations related to the crisis as directed by the CAT Chief.

3.7.4. Provide appropriate augmentation to the NCC as required by the CAT to include, but not limited to issue managers, and integrated production teams leads.

3.7.5. Ensure all crisis-related efforts are coordinated with the NCC.

3.8. NASIC LNOs will:

3.8.1. Assist the NCC and CAT Chief in aligning NASIC efforts with the Supported Command's battle rhythm and mission requirements.

3.8.2. Provide the NCC and CAT Chief with updates on the crisis-related command relationships and tasking.

3.9. The Contingency Planning Working Group (CPWG) will provide crisis action planning support to the CAT as required by the NASIC Commander.

4. FACILITIES.

4.1. The CAT will be located in C203 and will operate within the designated NASIC facility. If required, the CAT will relocate to an alternate location as appropriate for the situation or threat unless otherwise determined by the NASIC /CC.

4.2. NASIC Communications and Information Directorate and Logistics Directorate will keep the NCC and CAT Chief informed of all system outages that may affect CAT or NCC operations. The NCC and CAT will be the top priority for restoration of facilities in the event of an outage.

KATHLEEN C. SAKURA, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References***

AFPD 10-2, *Readiness*, 30 October 2006

AFMAN 33-363, *Management of Records*, 1 March 2008

Abbreviations and Acronyms

AF—Air Force

AFISRA—Air Force Intelligence, Surveillance, Reconnaissance Agency

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

ANG—Air National Guard

CAT—Crisis Action Team

CCIRs—Commander's Critical Information Requirements

CPWG—Contingency Planning Working Group

DIA—Defense Intelligence Agency

DIAP—Defense Intelligence Analysis Program

DoD—Department of Defense

EET—Exercise Evaluation Team

IAW—In Accordance With

LNO—Liaison Officer

NASIC—National Air and Space Intelligence Center

NCC—NASIC Control Center

OPR—Office of Primary Responsibility

RDS—Records Disposition System